



Virginia Conservation Assistance Program

Presented by Virginia Association of Soil & Water Conservation Districts

Application Number _____

JOB SHEET

VCAP Form 2

This Job Sheet is to be filled out by District technical staff. Please document any information that helps to describe any unique aspects of the project from design to completion. The Job Sheet is an active document and will need to be updated as the project progresses. It will document the installed practice and must be submitted to the Program Coordinator at project completion. If completed project differs from the original design approved by the Steering Committee, explain and justify the changes on this Job Sheet.

Tracking and Reporting:

Property Owner: _____ Address: _____

Representative (if applicable): _____ Phone Number: _____

Hydrologic Unit Code: _____ GPS Coordinates: _____

Practice Code & Description: _____

Dominant Land Use Treated: _____

Contributing Drainage Area (sq. ft.): _____ Impervious Area Treated: (sq. ft.): _____

Practice Size (sq. ft., lin. ft., gal.): _____ Impervious Surface Removed (sq. ft.): _____

Installation Date: _____

Site Assessment: Describe the current conditions of the site, landowner goals/concerns, resource concern needing to be addressed, and the proposed water quality benefit of the project. Note all ranking considerations and attach ranking spreadsheet. Include photo documentation of site conditions and resource concerns. **(Describe or attach.) Ranking Score:** _____

Project Layout: Attach an aerial of site and sketch or outline the practice layout, contributing drainage area, impervious area treated, location and flow paths of downspouts/channels, and any known utilities or rights-of-way. Note the proximity to waterways or stormwater conveyance systems. **(Describe or attach.)**

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Design and Specification: Include sizing calculations, practice dimensions, soil evaluation results, site preparation plan, pretreatment measures, outlet and overflow, cross section and profile, planting plan (with scientific names), and cost estimates. **(Describe or attach.)**

Construction and Installation: Include sizing calculations, practice dimensions, soil evaluation results, site preparation plan, pretreatment measures, outlet and overflow, cross section and profile, planting plan (with scientific names), and itemized cost estimates, including estimated volunteer labor time. **(Describe or attach.)**

Permits: Confirm local policies, such as land disturbance, grass heights, etc. **(Describe or attach.)**

Operation and Maintenance Plan: (Describe or attach.)